

**Official Record Copy**  
**Office of Personnel**

OP MEMORANDUM NO. 20-61-17

2 May 1984

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: The Agency Civilian Reserve Program

REFERENCE: [REDACTED] Establishment of the Agency Civilian Reserve Program

RESCISSION: OPM 20-61-16, dtd 28 February 1984

1. GENERAL. This memorandum outlines the purpose and composition of the Agency Civilian Reserve Program (ACRP), and establishes procedures for the formation and maintenance of an inactive cadre. Chief, Contract and Allowances Division (CAD) has been delegated primary responsibility for the administration of this program.

2. PURPOSE AND COMPOSITION. The ACRP is designed to help meet the personnel needs of the Agency in the event of a national emergency or other critical augmentation requirements. It consists of an active cadre, composed of Agency retirees currently serving with the Agency in a contractual capacity, and an inactive cadre, composed of selected Agency retirees who retired on or after 3 January 1984, and who are not otherwise reemployed by the Agency. Members of the inactive cadre will be available to meet future surge requirements in the event of a national emergency or short-term crisis.

3. PROCEDURES.

a. Prospective Members.

(1) Upon receipt from Retirement Affairs Division (RAD) of lists of retirees, Contract and Allowances Division (CAD) will review and annotate the lists by adding the individual's office or division of assignment and occupational title at the time of retirement as well as the individual's date of birth and social security number. CAD will delete from such lists the names of any individuals who are known to CAD to be in process for an active contractual relationship with the Agency. CAD will forward the lists to Heads of Career Services, or their designated sole senior subordinates, with instructions that they indicate on these lists those individuals the Career Service (CS) wants included in the inactive cadre. In general, those selected should possess skills, experience or knowledge that may be needed by the Agency in the future as determined by the responsible CS.

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(2) The CS designees will review the information and return a copy of the listing(s) indicating their service's desire to have individuals included in the inactive cadre.

(3) CAD will forward copies of the annotated lists to OP/SAS, OMS and OS designees for an indication that there is or is not an objection to participation in the inactive cadre of any of the individuals listed.

(4) Upon receipt of SAS, OMS and OS concurrences, CAD will advise the CS designees of the names and addresses of those individuals who may be contacted regarding their possible interest in membership in the inactive cadre.

(5) After checking with CCS, the CS designees or responsible component officers will contact prospective members to explain the benefits and obligations of the program and to obtain a decision from them regarding interest in becoming members of the inactive cadre.

(6) Responsible component officers will prepare a Form 204, Contract Information Checklist, on those individuals who have indicated their interest in becoming members of the inactive cadre. The completed form will be forwarded to CAD.

(7) CAD will prepare the necessary contracts and forward them to the CS representatives.

(8) Responsible component officers will recontact prospective members to obtain a signed contract from those individuals who agree to participate in the program.

(9) Responsible component officers will complete a Form 1152, Request for Personnel Action, on those individuals who signed a contract and include in the remarks section of the form the following statement: "Selected for Agency Civilian Reserve Program based on the following skills, experience or knowledge: (e.g., expert in the use of small arms, 10 years experience in maritime operations, knowledge of international student, youth and labor organizations)." The forms and signed contracts will be forwarded to CAD for execution and processing.

b. Contact with Members of the Inactive Cadre. CAD will maintain contact with members of the inactive cadre by whatever means is appropriate with at least one contact in each six months.

4. INTER-CADRE TRANSFERS. Information on transfers between the active and inactive cadres, including call-up procedures, will be published separately.

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5. QUESTIONS AND ANSWERS. Many of the questions already asked on this subject have been addressed in the attachment to this memorandum which is provided for the information of OPM recipients.



Robert W. Magee  
Director of Personnel

OPM 10-84

Attachment

Attachment

The Agency Civilian Reserve Program

The following questions and answers are designed to help recipients of this OPM to better understand this program.

- Question 1. What will be the legal status of those who are selected to become members of the inactive cadre?  
Answer: Their status will be that of an Independent Contractor.
- Question 2. Will disability retirees be excluded from participation in this program?  
Answer: Yes, but only while disabled. If recovered within three years of retirement, an individual may be considered.
- Question 3. Will annuitants who are also military reservists be excluded from participation in this program?  
Answer: No, but a military call-up would take precedence over an Agency call-up.
- Question 4. What will be the term of the contract?  
Answer: One year.
- Question 5. Can the contract be extended?  
Answer: The contract may be extended for a second and third year with the member's consent upon notice by the Agency.
- Question 6. When will the 3 years of inactive cadre service end?  
Answer: Three years from the initial inactive cadre contract service date. Periods of active cadre service will not extend the normal 3-year inactive cadre service limitation.
- Question 7. What services will be required of members of the inactive cadre?  
Answer: Members of the inactive cadre will agree to:
- a. be available, as needed, for call-up to duty as a member of the active cadre for an initial period of service not to exceed 60 days to perform specific assigned tasks at the discretion of the Director,
  - b. be available, as needed, for additional call-up service on an intermittent basis, and
  - c. keep the Agency advised in writing of their current address and telephone number.

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- Question 8. What monies will be paid to members of the inactive cadre upon the satisfactory completion of the services required?
- Answer: A member will be paid a total fee not to exceed \$1,000.00 upon satisfactory completion of the contract year. However, if the member is called up to the active cadre during any inactive cadre contract year, the entire fee will be paid at the time active cadre service begins. There will be only one \$1,000.00 fee payment during any 12-month period.
- Question 9. If the contract is terminated prior to its expiration date, will the member be entitled to any part of the \$1,000.00 fee?
- Answer: If the contract is terminated by a member, he or she will receive no payment. In the event the contract is terminated by the Agency, a member will receive full payment of the \$1,000.00 fee only if the Agency, in its discretion, determines that such payment should be made.
- Question 10. What other benefits are available to members of the inactive cadre?
- Answer: Members will be entitled to reimbursement for the cost of a physical not to exceed a total cost of \$300.00 except when such physical is conducted at Headquarters by the Medical Staff of this Agency. In addition, in the event that a decision is made to hold an annual meeting of the reserve cadre, members will be entitled to one round trip, including per diem in lieu of subsistence, to the Headquarters area.
- Question 11. If called up, what tasks will the member be assigned and what compensation will the member receive?
- Answer: Individuals who are called up will be assigned tasks in their recognized area of expertise. The specific tasks and compensation will be determined at the time the individuals are called up, though in no case will the combined compensation for their inactive and call-up service plus the amount of their annuity exceed the maximum rate of a GS-15 during the contract year.
- Question 12. Will retirees who relocate overseas upon or after retirement be eligible for membership in the inactive cadre?
- Answer: Not unless they have been reemployed in an active contractual status by the Agency after retirement, are in such status when they are considered and proposed for membership in the inactive cadre, and they are returning to reside in the United States immediately upon completion of their active contractual service.